

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 13-75

OPEN TO: In-House Candidates Only
POSITION: **Chauffeur (Security)**, FSN-3, FP-BB*
POSITION NO: K-52515, K-52516 and 52517 (**Three Positions**)
WORK HOURS: Full-time; 48 hours/week
*Not-Ordinarily Resident: US\$ 21,840 p.a. (Starting salary)
(Position Grade: FP-BB to be confirmed by Washington)
*Ordinarily Resident: Rs.481,820 p.a. (Starting salary)
(Position Grade: FSN-3)

OPENING DATE: April 26, 2013
CLOSING DATE: May 09, 2013

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking individuals for three Chauffeur (Security) positions in the Motor Pool Section.

BASIC FUNCTION OF POSITION:

The incumbent drives armored and unarmored Motor Pool vehicles for US Government personnel as directed by the motor pool supervisor and dispatcher. Incumbents drive passenger vehicles - both light and heavy trucks- as assigned on any of the morning, evening and night shifts. Incumbents maintain vehicles in clean condition at all times, perform preventive maintenance, and check battery, oil and radiator levels, tires, etc. Incumbent is also responsible for planning variations to routes to avoid regular driving patterns while minimizing inconvenience to passengers. Performs other related duties as assigned by the supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Completion of eight years of education is required.
2. **EXPERIENCE:** Three years of experience as a Chauffeur or a driver is required. An accident-free driving record dating back at least three years is also required.
3. **LANGUAGE:** Level II (limited knowledge) Speaking/Reading/Writing in English and Level III (good working knowledge) of Urdu are required. Language skills may be tested.
4. **KNOWLEDGE:** Incumbent must have thorough familiarity with Karachi streets, traffic regulations and local traffic patterns. General familiarity with routes throughout Sindh and Baluchistan is required.
5. **ABILITIES & SKILLS:** Must possess a valid Pakistani HTV driver's license for passenger vehicles and light and heavy weight trucks. Must be able to pass the initial and recurrent training classes in techniques used in driving in a high security threat environment. Driving skills may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.
9. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

Applications can also be submitted by email at PakJobs@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 13-75) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any document with your application at this stage. Only those candidates meeting all the requirements will be contacted for their test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 09, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.